

Risk Register – GENERIC

Vault ID#	Task/Area where hazards exists	Hazard – what can cause harm	Potential outcome – what can happen	Likelihood	Consequences	Risk Rating (Inherent)	Required Control Measures List the control measures required to eliminate or minimise the risk of illness or injury for each hazard identified	Frequency of Monitoring or Action Date	Personnel Responsible The person required to action the control measure	Eliminate	Type Minimisation Controls	Likelihood	Consequences	Risk Rating (Residual)
4212	Driving vehicles inside the forest	Head on crash with another vehicle, banks, poor road conditions, weather, poor visibility, untrained drivers, poorly maintained vehicle, not engaging 4WD when its required, natural hazards, speeding, fatigue, distraction, river crossings, livestock, not wearing seatbelts.	Fatalities, serious injuries, vehicle damage	B	5	E	<ul style="list-style-type: none"> Defensive driver training module 4WD/off road driver training Licensed Drivers Drive to the conditions Use RT to call in locations Stop to change RT channels Adhere to road signs and speed limits Engage 4WD where required Well maintained and equipped vehicles Lights must be on Seat belt must be worn Pan Pac Forest Operations Handbook/Critical rules Forests Fatigue Management Procedure (FOR-GUI-HS01) Install maps or navigators in vehicles Parking on side of road out of line of other vehicles/trucks Maintain appropriate following distances between vehicles Take regular breaks Mobile phones – switch off or engage hands free 	All staff As required All times As required As required All times As required All times All times All times All times As required As required All times All times As required All times	Management Workers & Contractors Management Management Workers & Contractors Workers Workers	X	E, A	C	5	H
5212	Driving vehicles outside the forest	Head on crash with another vehicle, poor road conditions, weather, poor visibility, untrained drivers, poorly maintained vehicle, not engaging 4WD when its required, natural hazards, speeding, fatigue, distractions, livestock on road, not wearing seatbelts.	Fatalities, serious injuries, vehicle damage	B	5	E	<ul style="list-style-type: none"> Licensed driver Drive to the conditions Adhere to road rules, signs, and speed limits Lights should be on Forests Fatigue Management Procedure (FOR-GUI-HS01) Seat belt must be worn Well maintained and equipped vehicles Defensive driver training module Electronic truck warning sign Stop to change RT channel Know your location and where you're going Maintain appropriate following distances between vehicles Take regular breaks Mobile phones – switch off or engage hands free 	All times All times All times All times As required All times All times As required All times All times All times All times All times All times As required	Workers & Contractors Management Workers & Contractors	X	E, A	C	5	H

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5215	Environs (hazards) in forests	Steep terrain, bluffs, cliffs, tomos, undergrowth, stinging nettle, slips, trips, falls	Serious injuries, fractures, sprains and strains, bruises, grazes, stings, scratches	B	3	H	<ul style="list-style-type: none"> PPE as ACOP and Pan Pac Operations Manual GIS maps Eyes on path STOP (Stop, Think, Reorganise, proceed only if safe to do so otherwise contact your Manager) Maintain fluid and food intake Take regular breaks 	All times All times All times As required As required	Workers Pan Pac Workers Workers Workers Workers	X	A, PPE	C	2	M
5239	Fires - Forests	Forest fire	Fatalities, burns, smoke inhalation to workers or public, third-party property damage, isolation	B	5	E	<ul style="list-style-type: none"> Refer to actions in Pan Pac Fire Code Trained personnel to respond to fire (NZQA US 3285) Refer to District Fire Plan Firefighting equipment PPE as per rural fire code Park vehicles facing outwards Maintain communication 	 All times All times	Pan Pac Pan Pac/ Contractor Rural fire Pan Pac Workers Workers All persons	X	A, PPE	D	3	M
5290	Loading/unloading trucks and trailers with logs Moved from Harvesting Risk Register	Machine failure, lifting chain failure, person hit by machine, trailer, or log, working alone, restricted visibility, manual handling – throwing chains, other persons and machinery in vicinity of loading area, trips, slips, falls, poor or no communications between workers, high stacks	Fatalities, crushing injuries, sprains, strains, cuts, lacerations, foreign body in eyes, amputations, fractures, dislocations	B	5	E	<ul style="list-style-type: none"> Establish communication between truck driver and loader operator Pan Pac inducted log cartage drivers Qualified loader operator or under appropriate supervision PPE as per ACOP Forest Operations Designated loading zone Certified lifting chains Machine maintained as per manufacturer specifications Levelled and free from obstructions loading zone Maintain documented load limit Loading logs as per ACOP Forest Operations 16.5 Monitoring as per Survey123 SBO Truck Loading 	On arrival All times All times All times All times All times All times Annually All times All times All times All times All times As required	Contractors Contractor Contractor Contractor All persons Contractor Contractor Contractor Contractor Contractor Contractor Contractor Coordinators/ Managers	X	A,E, PPE	D	2	L

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5220	Operating quad bikes/LUV's	Tip over, roll over, untrained operator, loss of control of quad bike/LUV, uneven surfaces, mechanical failure, collision with other objects, slopes, slippery surfaces	Fatalities, serious injuries, person trapped underneath quad bike or LUV	C	5	H	<ul style="list-style-type: none"> Trained operators must hold NZQA unit standards. Motor bike helmet/safety helmet worn. EPIRB and first aid kit if working alone. Preoperational inspection – specifically tyre pressure. Assess and confirm that the terrain that the quad bike/LUV is to be driven on is suitable Confirm that you have advised a work colleague of your proposed route and duration if working alone. Walk the route if there are any doubts or find an alternative route or do not use and source a more suitable vehicle. Ride on designated tracks where possible Drive to appropriate speed for the terrain that provides the best visibility of any potential hazards or obstacles. Keep both hands-on handlebars and both feet on the foot pedals while operating. Trailer to be secured with the Ute park brake applied on flat area when loading and unloading quad bike/LUV– use trailer ramps. Never exceed the maximum safe working load of quad bike/LUV. When operating on a slope, the quad bike/LUV must not carry any equipment. Wear seat belt where fitted. Ensure that any loads are properly secured, and the weight is distributed evenly. Reduce your speed depending on the weight being transported and the terrain being driven on. 	All times All times All times Before use Before use Before use All times Before use All times All times Loading/ unloading from trailer All times All times Before use All times All times All times	Management Operator Operator Operator Operator Operator Operator Operator Operator Operator Operator Operator Operator Operator	X	A, PPE	D	5	M

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5216	Unauthorised access - Forests	Unauthorised access, poachers, firearms, aggressive members of the public, drug growing, vandalism or theft of plant and equipment, lighting unauthorised fires, visitors, recreational users	Assault, shot, fatalities, serious injuries to workers or public, damage to plant and property	D	4	M	<ul style="list-style-type: none"> Signage Locked gates, plant, and vehicles Entry permit system (own & iwi) Trespass notices Woodlot risk management process with landowner Avoid confrontation where possible, call the police if required Letter drops and public consultation Visitor inductions Pan Pac Visitor SOP/Risk assessment sheet Induction Contract conditions with owners – permitted activity outside of operational hours (including extended hours) Random Security Patrols – as required 	All times Prior entry	Pan Pac Pan Pac & Contractors Pan Pac Pan Pac & Iwi Pan Pac & Iwi Pan Pac Pan Pac & Contractors Pan Pac Pan Pac Pan Pac Pan Pac Pan Pac Pan Pac	X	I, A	D	5	M
5218	Adverse weather - Forests	Adverse weather events e.g. storms, wind, snow, earthquakes, floods, volcanic eruption, tsunami, lightning	Hypothermia, drowning, crushing injuries, respiratory illness, sunstroke	C	3	H	<ul style="list-style-type: none"> Pan Pac Adverse Weather Procedure (FOR-PRO-HS13) Stop work if it unsafe and leave the forest PPE as per ACOP and Pan Pac Operations Manual Emergency response procedure Sunscreen applied 	All times All times TBD	Pan Pac Workers Workers Pan Pac	X	A, PPE	D	3	M
5221	Operations – Alcohol & other drugs	Workers under the influence of drugs and alcohol	Fatalities, serious injuries, addiction	C	5	H	<ul style="list-style-type: none"> Pan Pac Alcohol and other drugs (testing programme) No person to be under the influence of drugs or alcohol Staff education sessions Report any suspicious behaviour suggesting a person may be impaired 	All times	Pan Pac All persons Pan Pac All persons	X	A	D	5	M

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5222	Operations – Stress and fatigue	Workers suffering from stress and fatigue	Injuries and illness	B	3	H	<ul style="list-style-type: none"> Pan Pac Fatigue Management Procedure (FOR-GUI-HS01) Employee assistance programme Maintain fluid and food intake Good sleep patterns Take planned breaks and leave (e-log books for drivers) Plan and prioritise workload Seek assistance if required Participate in applicable Pan Pac Wellness Programme 	All times	Pan Pac Pan Pac Workers Workers Workers Workers Workers	X	A	D	1	L
5223	Animals, insects	Animals, insect bites	Bites, allergies, stings, puncture wounds, infections, swelling, illnesses, crushing injuries, vehicle damage	C	3	H	<ul style="list-style-type: none"> Known allergies to be advised to Manager and carry medication Don't go near aggressive animals or insects Communicate relocation of stock from paddock 	As required All times As required	Workers Pan Pac/ Workers	X	A	D	2	L
5224	Working in external environments	Sun, UV rays, dust, frost, ice, rain, wind, pollen	Heat stress, heat stroke, hypothermia, hyperthermia, dehydration, respiratory infections, melanoma, sun burn, eye injuries	AA	3	H	<ul style="list-style-type: none"> Sun block provided and must be applied Maintain fluid and food intake PPE as per ACOP and Pan Pac Forest Operations Manual Appropriate clothes for conditions First aid supplies Known allergies to be advised to Manager and carry medication 	As required All times All times All times As required	Workers Workers Workers Workers Pan Pac	X	A, PPE	D	1	L
5225	Operating chainsaws	Incorrect technique, kick back, untrained operators, poorly maintained chainsaw, noise, flying debris, rotating parts, vibration	Cuts, lacerations, amputations, hearing loss, eye injures	B	4	H	<ul style="list-style-type: none"> Trained operator (NZQA unit standard 6916, 6917, 23411) PPE as per ACOP and Pan Pac Operations Manual Maintain chainsaw as per manufacturers specifications Carry first aid kit Chain break to be engaged when idling and moving around work site. 	All times	Pan Pac/ Contractor Workers	X	A, PPE	D	2	L

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5226	Operating hand tools (e.g., spades, axes, slashers, winches, shovels, machetes, water blasters)	Flying debris, poorly maintained equipment, incorrect use of tool or technique or carrying	Lacerations, cuts, bruises, strains, sprains	C	2	M	<ul style="list-style-type: none"> Well maintained tools PPE as per ACOP and Pan Pac Operations Manual STOP (Stop, Think, Reorganise, proceed only if safe to do so otherwise contact your manager) Correct techniques Correct tool for the task Maintain safe working distance (2-3m) from tool operator 	All times All times All times All times All times	Workers Workers Workers Workers Workers	X	A, PPE	D	2	L
5227	Operations – working alone/remote	Working alone/remote and suffering injury, etc.	Serious injuries, ill health with delayed or no response. Unsavoury interpersonal or physical interactions	D	4	M	<ul style="list-style-type: none"> Pan Pac working alone policy Two forms of communication Current first aid certificates Carry EPIRB / In Reach GPS installed in vehicles monitored 	All times All times PP Managers All times All times	Pan Pac Workers & Contractors Management	X	A	D	4	M
5228	Fences - general	Electric fences, Barb wire fences	Electric shock, lacerations, infections	C	1	L	<ul style="list-style-type: none"> Situational awareness Access land through appropriate gate/entrance 	All times	Workers	X	A	C	1	L
6319	Handling chemicals or poisons (poisons, paints)	Exposure to skin, inhaling, allergic reaction, ingesting	Fatality, serious injury illness	B	4	H	<ul style="list-style-type: none"> Spray downwind Aim and hold away from body SDS must be available and consulted Appropriate PPE worn Substitute for a less toxic product Carry first aid kit Notify relevant neighbouring properties of operation and provide information on the hazard 	All times If required	Pan Pac/ Contractor workers Contractor	X	S,A, PPE	D	4	M
6387	UAV (drone) use	Operational air spaces associated with using UAVs in airplane flight paths, the forests, over water or roads and including sun strike; bird contact; communication with craft; crashing craft, contact with powerlines, musculoskeletal injuries, operator distraction.	Serious injury, property damage, strains and sprains.	C	3	H	<ul style="list-style-type: none"> Controls listed in the UAV risk register (FOR-REG-HS09) for individual hazards identified. Refer to this document. 	During operations	Operator	X	I, A	D	3	M

Type of Minimisation Controls Key: (S = Substitution, E = Engineering, I = Isolation, A = Administration, PPE = Personal Protective Equipment) **XXX** = recent amendment

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6433 (new)	Working at Heights - Machinery	Fall from height Struck from height	Bruising Concussion Fractures Permanent disablement	B	5	E	<ul style="list-style-type: none"> Reference AS 5363 Onsite Hazard Identification, Risk Assessment, and tailgate meetings. Establish communication mechanisms Minimum PPE requirements – hard hat, safety boots and high visibility clothing Approved experienced and competent operators or operators under training and appropriate supervision Safe access to mobile plant with hand holds to maintain 3 points of contact. 1.5-3m recommended engineered solution. Over 3m must have engineered solution. Safe work platform with edge protection (includes kick plate) as per AS/NZS Access over a work platform – never exceed the lower platform boundaries during movement Regular survey of safety items to be undertaken using HS15 Annual Machine Safety Assessment Machinery isolations to be used where provided Maintain and operate plant as per the Manufacturers operating procedure Exclusion zone established around work area Harness, rope, lanyards etc. equipment inspections to be completed 	Before and during access as required. Annual surveys	Pan Pac/ Contractor Workers Maintainers	X	A, E, I, PPE	D	3	M

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6436 (new)	Harvesting & Thinning Operations – manual or machine Weather related	Environmental Impact; Unplanned tree fall. Impacting sensitive sites such as archaeological, waterway, roading damage	Consent breach Blocked waterways Loss of social license	B	3	H	<ul style="list-style-type: none"> Forest planning Iwi participation and consultation GIS Maps identifies known items Survey & Job instructions (S123) Forestry training 	Pan Pac Pan Pac Pan Pac Pan Pac/ Contractor Pan Pac/ Contractor	All times	X	A	D	3	M
6437 (new)	Harvesting & Thinning Operations – manual or machine Weather related	Environmental Impact; Unplanned slash pile movement. Impacting waterway, land, neighbours	Consent breach Blocked waterways Loss of social license	B	4	H	<ul style="list-style-type: none"> Forest planning Forestry practises - waste planning (stabilising or removal) including engineered benches Job planning at harvesting skid 	Pan Pac Pan Pac/ Contractor Pan Pac/ Contractor	All times	X	A	D	4	M
6438 (new)	All tasks and areas - In person - Via radio - Via other technology	Interpersonal Interactions - Bullying - Harassment	Short or long term impact mental health Medical treatment Time off Resignation Hospitalisation	C	3	H	<ul style="list-style-type: none"> Training and awareness programmes Well-being Programme & Co-ordinator Workplace Culture and Policies Workplace HS&E committees with HSRs Workplace support programmes & peer support 	At all times	Pan Pac Pan Pac Pan Pac/ Contractors Pan Pac/ Contractors Pan Pac	X	A	D	3	M